

**Wisconsin Youth Apprenticeship  
Local Grant & Program Application  
Guidelines and Instructions  
2017-18**

**REQUEST FOR PROPOSALS**

Application Deadline April 10, 2017

**Wisconsin  
Department of Workforce Development**

**<http://dwd.wisconsin.gov/youthapprenticeship/>**

2/2017

## Wisconsin Youth Apprenticeship Local Grant and Program Application Guidelines

### Purpose of Funding

Youth Apprenticeship (YA) Grants created under 1999 Wisconsin Act 9 and administered by the Department of Workforce Development (DWD), are available to fund youth apprenticeship consortiums authorized under Wisconsin Statute 106.13. *The purpose of the grants is to administer the statewide YA program.* All consortiums must be approved by DWD in order to operate a YA program whether or not they receive state grant dollars.

### Request for Proposals

DWD is issuing this Request for Proposals (RFP) to solicit applications for the 2017-18 State Fiscal Year. DWD will approve applications for funding by July 1, 2017, with grant effective dates of July 1, 2017, through June 30, 2018.

### Eligible Applicants

Funding under this RFP is available to local consortiums, which mutually implement and coordinate a YA program via a local consortium steering committee. Steering committees may include:

- one or more school district
- employers
- one or more college in the Wisconsin Technical College System. Your local Technical College contact information can be found here: <http://www.wtcsystem.edu/colleges>
- Apprenticeship Training Representative(s) from the Registered Apprenticeship program
- organized labor
- Workforce Development Board / Workforce Investment Board. Your local Workforce Development Board contact information can be found here: [https://dwd.wisconsin.gov/dislocatedworker/wda/wda\\_map.htm](https://dwd.wisconsin.gov/dislocatedworker/wda/wda_map.htm)
- Chambers of Commerce
- other public agencies or nonprofit organizations
- other contributing individuals

The consortium coordinator is selected by the local consortium steering committee.

### Application Requirements

In order to be considered for funding in 2017-18, eligible applicants are required to:

- Limit state-funded costs per student to a maximum of \$900 per youth apprentice (total grant amount awarded for this application, divided by the number of students enrolled);
- Provide at least 50% matching funds;
- Submit for a grant of no less than \$22,500 and 25 students; or, submit to operate the program without funding. **Any consortium may operate a state YA program without funds, but must submit an application to DWD for approval to operate.**

- Demonstrate capacity to deliver the program in accordance with the YA Program Operations Manual (found at [http://dwd.wisconsin.gov/youthapprenticeship/forms\\_pubs.htm#bro](http://dwd.wisconsin.gov/youthapprenticeship/forms_pubs.htm#bro)), and all requirements included in this RFP; and
- Designate a consortium coordinator who will ensure the execution of the following responsibilities:
  - a. Program Development and Management
  - b. Recruitment and Marketing
  - c. Evaluation and Reporting

## **Required Documentation**

Each consortium partner that is not a school district must fill out a Partnership Agreement (Appendix E) stating the partner's responsibilities in support of the Youth Apprenticeship consortium. The full list of partners serving on the Steering Committee must also appear on the Steering Committee Composition (Appendix G).

Each school district that participates in a consortium must fill out an Affiliation Agreement (Appendix F) stating the school district's responsibilities and terms of affiliation. This should include any rules that may exist for distribution of funding between the consortium and the school district.

School districts that choose to affiliate with one or more consortiums must use the Affiliation Agreement to state clear rules for which consortium receives credit when a student is enrolled, in addition to arrangements for funding.

School districts may choose to affiliate with an existing consortium during the fiscal year, as long as the terms of the new consortium affiliation do not negatively impact the terms of an already existing consortium affiliation for the fiscal year. An Affiliation Agreement must be submitted to DWD for this new affiliation to take effect.

## **Fiscal Agency for Partnership Applications**

This application must name the Fiscal Agency and agent who has demonstrated fiscal integrity and has the capacity to comply with all financial grant requirements. No agency may serve as the fiscal agency for no more than one grant application under this RFP.

## **Grant Period**

Applications under this RFP will be approved for one year, effective **July 1, 2017**, through **June 30, 2018**. *All grant awards are contingent upon the availability of state funds throughout the grant period.*

## **Statutory Requirements for 2017-18**

Per Wis. Stats. 106.13, each consortium must meet the following minimum standards:

- At least 80% of the youth apprentices who participate in the program for 2 years must receive a high school diploma on completion of the youth apprenticeship.
- At least 60% of the youth apprentices who participate in the program for 2 years must be offered employment by the employer that provided the on-the-job training for the youth apprentice on completion of the youth apprenticeship.

## Program Performance Standards for 2017-18

Each consortium will additionally be evaluated by the following program standards:

- Actual enrollment at close of grant should be no less than 85% of planned enrollment.
- At least 75% of the youth apprentices enrolled in the program are expected to successfully complete the program and receive a Level One or Two YA certificate.
- At least 60% of graduating seniors completing with a Level One or Two YA certificate are expected to be offered employment in an occupation within their training area.

## Accountability Systems

DWD will provide existing consortiums with reports showing their performance on these five performance standards over the past three years. Consortium performance shown on this report will be taken into account by the Grant Review Team in determining grant scores. **If an existing consortium's performance on these standards over a three-year average has been below minimum standards as shown above, they are required to submit a Performance Improvement Plan (Appendix H) in this year's grant application.**

Failure to meet performance standards for multiple years may result in denial of funds or denial of approval to run the Youth Apprenticeship program.

## Grant Monitoring Requirements

DWD reserves the right to conduct an on-site monitoring visit for each grantee during the grant period to review the implementation of the Youth Apprenticeship program. Visits will take place at the consortium central office and with at least one participating YA business. Monitoring visits will be scheduled in advance at a time that is convenient for all parties involved, no less than once each program year.

The DWD representative will review the following items with the consortium coordinator:

- YA-related record systems and documentation, including student applications, Education/Training Agreements, checklists, and post-program completion surveys.
- Minutes and actions of the Consortium Steering Committee.
- The related instruction being taken by youth apprentices, including whether classes award advanced standing credit and whether they align with the statewide curriculum standards.
- Progress on plans listed in the grant application to enroll at-risk, disabled, and non-traditional students.
- Financial records and documentation showing that all YA program funds are spent on allowable uses, including those granted out to participating high schools.
- The consortium's current and past year performance on the five performance standards.
- If the grant application included a Performance Improvement Plan, the consortium's progress towards the goals stated in that plan.

The DWD representative will review the following items with a YA business:

- Employer satisfaction with the YA program in general.
- The consortium's mentor training program.
- Mentor familiarity with the YA checklist.

Additionally, if possible, the DWD representative will meet with a youth apprentice at the business site and with an instructor delivering the YA related instruction.

### **Allowable Use of Grant Funds**

Grant funds may be used only for YA programs, authorized under Wis. Stat. Section 2020, Chapter 106.13, for the following activities:

#### **Coordination activities**

- Coordinating YA activities within and among participating school districts, postsecondary institutions, employers, and Registered Apprenticeship Training Representatives (ATRs)
- Coordinating academic and related instruction for the students
- Coordinating overall school-based and work-based learning for youth apprentices
- Coordinating secondary and postsecondary education for youth apprentices
- Recruiting students to participate in the program
- Recruiting employers to provide training and supervision for youth apprentices
- Monitoring the progress of youth apprentices
- Materials/tools needed by the Coordinator to provide marketing and/or training for employers, students, parents and other stakeholders (examples may include - portable A/V equipment, table top displays)

#### **Student support**

- Providing the required related instruction for the youth apprentices (may include educational software license). Classes or software used by both YA and non-YA students must be prorated by the number of YA students compared to total class enrollment/software usage.
- Support services for students, including safety gear and other items necessary to start employment, as needed on an individual student basis.

#### **Employer support**

- Providing technical assistance and mentor training to employers

#### **Administrative costs**

- General administrative costs (limited to 5% of program costs)

Any expenses not included in the grant application budget will require prior approval by DWD.

### **Prohibited Use of Grant Funds**

Examples of items that will not be funded through this grant include, but are not limited to:

- Youth apprentice wages, fringe benefits, stipends or direct cash assistance;
- Classroom instruction for non-youth apprenticeship students;
- Equipment for participating employers;
- Classroom materials;
- Vehicle purchase or repair;
- Transportation for students to and from worksites or related instruction sites;
- Out-of-state travel for staff or students;
- Staff or student costs for conferences, workshops, memberships that do not directly benefit the YA program;

- Providing funds directly to a business or employer

### **Clarification on Per-Student Funding to School Districts**

Some consortiums choose to distribute part of their grant funds to schools on a per-student basis (e.g., \$200 to a school for each student enrolled). This distribution is allowable **only** if **all** funds awarded this way are spent on allowable YA activities as defined above. The school district must provide documentation to the consortium for all purchases and activities using these funds. Documentation can include invoices, receipts, and payroll, and will be reviewed by DWD during the yearly monitoring visit.

### **DWD Youth Apprenticeship Program Identification, Affiliation and Branding**

The Wisconsin Youth Apprenticeship Program was created under state legislation. When operating a program that is recognized by DWD as an official Youth Apprenticeship Program the operating entity must use the DWD/YA logo to acknowledge the affiliation.

Additionally, when involving YA stakeholders in publications, projects, marketing materials, banners, media releases, public events, etc., grantees must acknowledge funding from the Wisconsin Youth Apprenticeship Program with the DWD/YA logo and/or the following statement:

***"This [(publication/project/event was made possible] or [(publication/project/event was funded in part)] with support from the Wisconsin Youth Apprenticeship Grant."***

### **Grant Review Process**

DWD will assemble a team of reviewers including DWD staff and representatives from external stakeholders. Each reviewer will grade grants according to the criteria listed in the table below. After grading is complete, each applicant will have the opportunity to discuss with the grant review team in person during a fifteen-minute presentation, which can be conducted in-person or by conference call. Grant reviewers may amend their scores based on the presentation.

DWD reserves the right to award partial funding or deny applications that do not appear to meet the standards of the Youth Apprenticeship Program. If the total request for funding exceeds the appropriation available to Youth Apprenticeship, each grant will receive partial funding based on their average grant score.

## **GRANT REVIEW CRITERIA**

### **I. Program Coordination – 25 points**

Steering committee membership reflects at least five different organizational types.	5 points
The steering committee represents the perspectives of all members fairly and provides valuable input that drives the program. Minutes or summaries of the steering committee activities are included.	5 points
Specific staff members or roles (e.g., school-based, local and regional coordinators) are identified as responsible for ensuring program requirements are met, including student recruitment, student evaluation, employer recruitment, mentor training, and record-keeping.	10 points
Partnerships are used creatively to generate new funding sources or new opportunities for students	5 points

### **II. Program Strategies – 40 points**

Effective strategies have been developed to recruit students, with clear roles and responsibilities for staff. A variety of activities are performed to ensure outreach to every possible student.	5 points
The grantee provides an effective placement process, actively working to place students at employers that meet their career interests.	5 points
Provides a clear plan to enroll at-risk students, non-traditional by gender students, minority students, and/or students with disabilities (see Appendix J for definitions).	5 points
Effective strategies have been developed to recruit employers and orient them to the program.	5 points
Employers and their mentors are adequately trained in program requirements.	5 points
The related instruction provided to students aligns with industry standards and with the YA curriculum.	5 points
Students have many opportunities to earn recognized industry credentials, advanced standing or dual credit with other institutions.	5 points
Strategies include implementation of a Youth Apprenticeship-to-Registered Apprenticeship Bridge Program.	5 points

### **III. Cost Sustainability and Budget – 25 points**

The budget clearly shows what activities will be provided by grant funds, and activities are clearly beneficial to the program.	10 points
Funds are used in a cost efficient and sustainable manner.	10 points
Matching funds and additional resources are actively being sought to support the program.	5 points

### **IV. Accountability Measures and Systems – 10 points**

Demonstrates a history of meeting YA performance standards over the previous three years <sup>1</sup> . New applicants may meet this requirement by providing a history of meeting performance standards for grants with other agencies.	10 points
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<sup>1</sup> Points will be assigned using a formula that takes into account performance on the common statutory requirements and performance standards listed above. If a partnership has reorganized, prior performance of the former partnership(s) will be considered.

## Grant Award Process

DWD anticipates the intent to award announcement to all approved applicants to be released by **May 19<sup>th</sup>, 2017**. This notice does not constitute an official obligation on DWD's part to release the funds, and applicants should not begin incurring grant-related expenses at that point. Any applicants that will be asked to receive partial funding will be required to submit modified budgets to show which categories and activities will be impacted, including if the projected number of students served will be changed. These modified budgets must be received and approved by DWD before final grant contracts can be written. Modified budgets will be due by **June 1st, 2017**.

An official announcement will be released by DWD with a target date of **June 15<sup>th</sup>, 2017**. Grantees may begin to incur grant-related expenses after this announcement is released. However, DWD will not reimburse expenses until final grant contracts are written and signed by the grantee fiscal agent and the DWD Secretary. As part of the grant contract process, DWD financial staff will assist grantees in setting up financial accounts. The contact for financial information is:

Sumanpreet Ghuman  
Financial Manager  
Division of Employment and Training  
Department of Workforce Development  
Email: [SumanpreetK.Ghuman@dwd.wisconsin.gov](mailto:SumanpreetK.Ghuman@dwd.wisconsin.gov)  
Phone: (608) 261-6967

## Appeal Process for DWD Funding Decisions on Applications

Funding decisions may be appealed in writing and may be made only on the grounds that a substantial procedural error was made in reviewing the application. Appeals must be received no later than 15 working days after the applicant has received written notification of application results. Appeals may be sent to [ya@dwd.wisconsin.gov](mailto:ya@dwd.wisconsin.gov).

## Application Submittal

Applicants are encouraged to use the Application Checklist (Appendix K) before submitting their applications to ensure that all attachments are included. **An electronic copy of the application is required.** Electronic applications must be submitted using the DWD provided form (detw\_16512\_e). Send electronic applications to [ya@dwd.wisconsin.gov](mailto:ya@dwd.wisconsin.gov) by **Close of Business, April 10<sup>th</sup>, 2017**. Confirmation will be returned to verify receipt. *Incomplete or late applications may not be accepted.*

**All** of the following documents must be included for an application to be considered complete:

- Wisconsin YA Grant Application (form detw\_16512\_e), including:
  - Regional Contact Information and Fiscal Agent
  - Grant Application Abstract (200 words or less)
  - Grant Application Narrative
  - Budget Summary Page

- Budget Worksheet
- Performance Improvement Plan (required only if consortium failed to meet performance standards last year; see Appendix H)
- Program Area Chart
- Quarterly Program Plan
- Partnership Agreement Page
- Participating School District List
- Signed Grant Partnership Agreements (see Appendix E form) for each partnering agency
- Signed Affiliating School District Agreements (see Appendix F form) for each affiliated school district
- Attached copy of consortium grievance policy (see Program Operations Manual)

The Wisconsin YA Grant Application (form detw\_16512\_e) should be submitted as a single document in the **.docx** format.

Other required documents (Appendix E, Appendix F, Grievance Policy, and other supporting documents) should be submitted as **separate** documents from the main Grant Application document. They may be submitted as either a single document in the .docx or .pdf format, or as distinct documents.

### **Questions Pertaining to the Grant Application**

For technical assistance on the application, please contact the Youth Apprenticeship mailbox: [ya@dwd.wisconsin.gov](mailto:ya@dwd.wisconsin.gov). Technical assistance will not be available after 5:00 P.M., April 7<sup>th</sup>.

Responses to common questions will be provided directly and/or posted on a Frequently Asked Questions page on our website at <http://dwd.wisconsin.gov/youthapprenticeship/> under “2018-18 RFP.” Additionally, a bidder's conference webinar will be scheduled on **March 1<sup>st</sup>, 10:00-11:00 A.M.** DWD staff will provide answers to prospective applicants. Details on joining the call will be posted to the YA website.

## Youth Apprenticeship Program Design Options

### Key Elements of a YA Program

- Industry-developed skill standards
- Exposure to multiple aspects of the industry
- Skilled mentors
- Paid on-the-job work experience
- Related classroom instruction
- Standardized competencies
- Performance evaluation of demonstrated competencies
- State-issued skill certificate

### Basic Program Design Elements

- Four standardized courses of classroom instruction
- Minimum 900 hours of work-based learning (may be more)
- Juniors and seniors in high school
- Classes/work-based learning scheduled concurrently
- State Certificate of Occupational Proficiency upon completion

### Allowable Program Variations

- Work-based learning in the two-year program may begin as early as April 1 after the sophomore year (compliance with child labor law age restrictions apply) or as late as March during the junior year.
- Students may complete second year of the two-year program requirements **after** high school graduation, while enrolled in a postsecondary education program in a related field **or** while still enrolled in YA classes (with school district approval).
- Students may complete one year of the program and receive a DWD Level One skill certificate.
- Students may gain credit toward On-The-Job Training (OJT) or Paid Related Instruction (PRI) requirements of the Registered Apprenticeship program, if agreed upon by the Registered Apprenticeship Sponsor.
- Articulated credits must be locally negotiated.

First-time applicants are encouraged to read the **Youth Apprenticeship Program Operations Manual**, available at [http://dwd.wisconsin.gov/youthapprenticeship/forms\\_pubs.htm#bro](http://dwd.wisconsin.gov/youthapprenticeship/forms_pubs.htm#bro), for more information, and to contact the Youth Apprenticeship staff at [ya@dwd.wisconsin.gov](mailto:ya@dwd.wisconsin.gov) before applying.

### Instructions for Completing the Budget Page and Worksheet

The Budget Worksheet and the Program Plan must include details for all grant funds requested. Please note there is one cost limit within the budget –a maximum cost amount of \$900 per estimated youth apprentice from DWD-YA grant funds. Matching funds may be used to supplement the \$900 limit, and are **not** included in calculating the cost per youth apprentice. Additional budget information may be attached to provide more detail on use of funds.

## Definition of Budget Categories

### Program Costs

#### YA Coordinator/Program Staff

- Salary, fringe, travel, and all other associated costs for YA Coordinator and program staff positions funded by the grant (does **not** include school-based coordinators, which should be included under Student Costs).
- To fully represent the amount of time spent by coordinators on Youth Apprenticeship activities, the percentage of time spent by each staff member on YA should be divided into time funded by this grant and time unfunded by the grant. Unfunded time can be counted later as a source of match.
- Associated costs for coordinators including mileage, travel (in-state only), workshop fees (in-state only, YA related), etc.
- All school-based coordination and supervision. *Include the number of school-based staff and estimate the total hours per year that each school-based staff member spends on YA activities. Provide the approximate average hourly rate that is reimbursed to school-based staff.*
- Costs of recruiting new students (such as brochures, mailings, student/parent meetings)
- All costs associated with recruiting new employers (such as brochures, mailings, meetings)

#### Student Costs

- All costs associated with the related instruction (high school or contracted costs, cost of curriculum, student handbooks, books, etc.)
- Other student-related materials and supplies

#### Employer Costs

- Cost of providing technical assistance to employers (such as mentor training, mentor meetings, etc.)

*Note: Grant funds may not be used for student wages.*

### Administrative Costs - Maximum of 5% of total program costs

- Costs associated with operating the program, such as preparing and submitting grant requests, percentage of director's or administrator's time, preparing and submitting required fiscal reports and enrollment information, overseeing budget expenditures. Any costs reported under function codes 230 000, 240 000, and 250 000 in the Wisconsin School District Financial Reporting Requirements (June 15, 1999) should be included in this category.

### Sample Local Youth Apprenticeship Program Budget Worksheet

					<b>Totals</b>
<b>YA Coordinators/Program Staff</b>				<b>Total Coordination Costs</b>	
				<b>\$138,000</b>	
Staff Name	YA Role	% Time Spent on YA		Grant Costs	
		Funded	Unfunded		
1. Jane Doe	Regional Coordinator	100%		\$70,000	
2. John Smith	Alternate Coordinator	50%	25%	\$35,000	
3. Steve Miller	Program Assistant	10%		\$5,000	
4.					
5.					
Travel (describe events, miles, lodging): Regional coordinator school district visits 2,000 miles/year				\$1,000	
School-based coordination and supervision					
Number of school-based staff	Hours spent on YA-related activities	Hourly Rate	Total Costs		
5	180	\$30	\$27,000		
Other (describe):		\$0			
<b>Student Costs</b>				<b>Total Student Costs</b>	
				<b>\$4,700</b>	
Type	Description				
Instruction fees	Tuition for Pharmacy at MATC for 10	\$3,000			
Marketing materials	Handouts and brochures for YA recruitment	\$100			
Instruction fees	Tuition for Auto Tech 1 at MATC for 5	\$1,500			
Training materials	Program orientation for incoming YA	\$100			
Pick from dropdown:		\$			
Pick from dropdown:		\$			
Pick from dropdown:		\$			
Pick from dropdown:		\$			
<b>Employer Costs</b>		<b>Total Employer Costs</b>			<b>\$500</b>
Type	Description	Associated Costs			
Mentor Training	Biannual training for new mentors	\$500			
Other (specify):		\$			
<b>TOTAL PROGRAM COSTS</b>				<b>\$143,200</b>	
<b>Administration Costs</b>				<b>(Maximum of 5% of Program Costs) \$7,160</b>	
				<b>\$7,160</b>	
Overhead/Indirect costs 5%				\$7,160	
Other (specify):				\$	
<b>TOTAL GRANT AMOUNT</b>				<b>\$150,360</b>	
<b>Local Matching Funds</b>		<b>Total Match (50% or more of Total Grant Amount)</b>			<b>\$75,180</b>
Fund Source	Fund Amount				
Addtl. Coordinator time on YA activities	\$20,000				
Carl Perkins funding	\$55,180				

## Youth Apprenticeship Grants Matching Funds Requirements

Wis. State statutes require that local YA partnerships awarded a Local YA Grant from DWD provide matching funds equal to 50% of the grant amount awarded.

**Definition of Matching Funds:** The portion of YA program costs paid for from other federal, state or local sources, either through in-kind or direct cash assistance.

**Basic Requirements:**

- Match funds must be used for services, activities, materials, and personnel that are necessary and reasonable for the operation of the YA program
- Match funds must be incurred within the same time period as the Local YA grant
- Match funds must be adequately documented and verifiable
- The matching funds requirement applies to the **total amount of the grant** awarded to the local partnership, not to individual school districts within the partnership
- Grantees will be required to report matching funds to DWD. It is the responsibility of the local partnership to establish reporting systems within the partnership structure in order to meet the reporting requirement

**Allowable Match:** Any combination of federal/state/local cash and/or in-kind sources that are necessary and reasonable to operate the YA program. Examples of allowable federal sources could be Carl Perkins, Career Prep, Service Learning, and/or WIOA funds. Examples of allowable local sources could be community organizations, local businesses, individuals, chambers of commerce, or other sources that fund or support youth training activities such as YA.

**Definition of Cash Match:** Any cash contributions provided by businesses or business organizations, foundations, individuals, state or local governments, and/or federal/state/local organizations. Costs must be verifiable and documentation maintained about how the value of in-kind match was determined.

**Definition of In-kind Match:** Donations of services, staff time, instructional costs, or supplies that are necessary to operate the program but are not paid with YA grant funds. In-kind costs may be paid for from other federal, state, or local sources, based on actual cash value (i.e., cost per hour for personnel, value of supplies, etc.). Costs must be verifiable and documentation maintained about how the value of in-kind match was determined.

**Examples of in-kind match include, but are not limited to:**

- Public service announcements for recruitment and information to participants and employers.
- Advertising costs, printing, or other professional services
- Staff time and classroom space (for required classes)
- Instructional costs provided by the local school district and/or technical college at no cost to the participant or the grant
- Program administration costs provided by the fiscal agent
- Salary and fringe for the YA coordinator

## Appendix C (cont'd.)

### **Examples of cash match include, but are not limited to:**

- Donations to cover the cost of uniforms and supplies for the youth apprentices
- Donations to cover the cost of books and classroom supplies for the students
- Donations to sponsor student/business recognition or graduation events
- Donations to cover the cost of classroom tuition and fees
- Donations to cover the cost of staff salaries and fringe

### **Excludable match (cash or in-kind)**

- Cost of construction or purchase of facilities
- Employer's wages paid to the youth apprentices
- Cost of equipment used to train youth apprentices

### **Instructions for Reporting Matching Funds**

Matching funds must be reported to the DWD financial reporting system on the YA electronic expenditure request [http://dwd.wisconsin.gov/dwd/forms/adm/fis\\_14825\\_e.htm](http://dwd.wisconsin.gov/dwd/forms/adm/fis_14825_e.htm) submitted to DWD. They may be reported monthly, quarterly, or annually.

The 50% match requirement **only applies to the total DWD grant amount.**

For additional information on the DWD financial reporting system, go to DWD DET Expenditure Reports, <http://dwd.wisconsin.gov/der/>

### Youth Apprenticeship Coordinator Responsibilities

All programs must have a designated regional coordinator who is ultimately responsible for all aspects of the program requirements outlined in this RFP, the appendices, and the Program Operations Manual.

Regional coordinators and their designated alternate (if applicable) are expected to perform and/or ensure that the following activities are performed in the operation and oversight of a YA program. Additional activities may be added if they directly contribute to the management and success of the program:

#### A. Program Development and Management

1. Serve as the program liaison with the YA School Coordinators to develop, design, implement and administer the program.
2. Meet with each YA School Coordinator on a regular basis to review progress of program growth and address program concerns.
3. Arrange for mentor training and assist in matching students with mentors.
4. Prepare and submit required forms and reports to DWD.
5. Attend statewide coordinator planning and informational meetings.
6. Arrange for YA related instruction including negotiating costs, when needed.
7. Prepare grant proposals to be submitted to DWD.
8. Secure and coordinate additional program funding resources as needed.
9. Oversee program grants and funds to ensure timely expenditures.
10. Assess community businesses for interest in new program areas.
11. Plan and develop new YA program areas (as applicable).
12. Implement and direct local steering committee efforts to promote program.

#### B. Recruitment and Marketing

1. Recruit students for all YA programs.
2. Arrange informational meetings for potential employers and/or contact individual employers to promote the YA program.
3. Provide course offerings, schedules and YA updates to school counselors, teachers and administrators.
4. Provide a communication network between the instructor, student, mentor, parents and school.
5. Develop a public information and marketing strategy including brochures and presentations for various student, parent, industry and community groups.

#### C. Evaluation and Reporting

1. Monitor program enrollment to ensure program goals are met.
2. Coordinate the transfer of grades from the YA class and worksite to the respective schools in a timely manner.
3. Sign and submit the student registration forms to DWD (one designee per partnership).
4. Maintain student records for local and state reporting.
5. Visit classes and job sites regularly for evaluation purposes.

**Youth Apprenticeship Partnership Agreement  
(2017-18 Fiscal Year)**

**Partnership Responsibilities**

The following activities are examples of possible contributions by agency partners (other than affiliated school districts) in support of the YA consortium.

1. Assist in recruiting or referring students. Distribute promotional materials to potential YA students and parents.
2. Coordinate and/or attend informational meetings with school staff, students, parents, employers and community organizations.
3. Serve as a steering committee member for the consortium, and attend regularly scheduled meetings as requested.
4. Assist the consortium coordinator in recruiting job sites and mentors as requested.

**Name of Partnership:**

**Terms of Partnership Agreement**

Describe specific mutual understanding between the named YA partner and the YA consortium. Explain the role this partner plays in support of the YA consortium (e.g. serves as a member of the YA steering committee; contributes identified funds or other resources in support of the YA program; recruits employers and/or students for YA, etc.)

**Signatures:**

Partner Agency Representative

\_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

Consortium Coordinator

\_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

1. Assist in recruiting students. Distribute promotional materials to potential YA students and parents.
2. Coordinate and/or attend informational meetings with school staff, students, parents, and community organizations.
3. Serve as the program liaison with the YA consortium coordinator and attend regularly scheduled meetings as requested.
4. Meet with the YA students on a regular basis.
5. Maintain student records for local and state reporting.
6. Oversee the academic grades and graduation status of the YA student.
7. Assist the YA consortium coordinator in recruiting job sites and mentors as requested.
8. Per PI 26.04, document the successful completion of Youth Apprenticeship courses on official student transcripts.

[illegible]

**Terms of Affiliation Agreement**

Describe the specific understanding between the school district and consortium as to the circumstances for recruitment and YA employment of students through this consortium (i.e. specific programs; process for student recruitments, etc.) If the school district will receive funds from the consortium, or vice versa, describe the consortium's rules for how these funds are distributed, such as the amount received and whether it is awarded for enrolling or completing the student. If the school district is partnering with multiple consortiums, specifically outline how the school district will determine which consortium receives credit when a school district enrolls a student, and how this would impact funding arrangements.

**Signatures:**

School District Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

Consortium Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

<b>Youth Apprenticeship Consortium Steering Committee Composition (2017-18 Fiscal Year)</b>
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**Steering Committee Responsibilities**

Steering committee members are all equal in the decision making process. The steering committee is expected to meet quarterly and provide minutes in the grant application. The committee is responsible for the local program design and operation from A to Z. This includes:

- Identification and selection of the occupational areas appropriate for the community
- Recruitment and marketing strategies, (e.g. how will students, parents, community members be informed about the program, student selection criteria, career counseling, etc.)
- Recommending strategies to recruit and serve at-risk or disengaged students, non-traditional occupation by gender students, minority students, and students with disabilities.
- Development of the administrative structure
- Determination of the learning delivery system, including:
  - School based issues (e.g. where will the instruction take place, who will provide it, school credits to be awarded, curriculum mapping, advanced standing agreements, etc.)
  - Work based issues (e.g. how will mentors be selected and trained, work hours and schedules for the students, student wage, etc.)
- Interviewing and hiring process for students
- Program oversight and monitoring
- Evaluation of program outcomes, and improvements in program delivery
- Assist with monitoring site visits by DWD

**Name of YA Consortium:**

**Grant #:**

<b>Organizational Type</b>	<b>Organization</b>	<b>Steering Committee Representative</b>
School District		
Other Public Agency		
Nonprofit Organization		
WTCS College		
Registered Apprenticeship		
Organized Labor		
Employer		
Contributing Individual		
<b>Other Additional:</b>		

**Youth Apprenticeship Performance Improvement Plan  
(2017-18 Fiscal Year)**

Consortium:

Regional Coordinator:

Date:

YA's performance standards for 2016-17 were:

- At least 75% of the youth apprentices enrolled in the program are expected to successfully complete the program and receive a state skill certificate.
- At least 60% of students completing with a Level Two YA certificate are expected to be offered continued employment by at least one of the employers that provided on-the-job training for the youth apprentice.
- At least 80% of the youth apprentices enrolled are expected to graduate high school.
- Actual enrollment at close of grant should be no less than 85% of planned enrollment.
- At least 60% of graduating seniors completing with a Level One or Two YA certificate are expected to be offered employment in an occupation within their training area.

Each consortium that failed to meet a performance standard in 2016-17 is **required** to fill out the self-assessment below as part of the grant application. Consortiums that fail to meet these standards for multiple years may be denied for future grant funding.

This self-assessment is a tool to analyze performance issues. The purpose of this self-assessment is to identify causes, and draw conclusions about, why performance standards have not been achieved. The results of this assessment should suggest solutions to performance deficiencies, and will be the basis for improving performance on required standards in the coming year. Progress towards these goals will be referenced in yearly monitoring visits.

1. Identify each performance metric that was not met by your consortium, and issues that contributed to not meeting those metrics this year.
  
  
  
  
  
  
  
  
  
  
2. Identify activities per each performance metric that the consortium will engage in to ensure the standard is met in the future.

## Appendix H (cont.)

3. Does the consortium steering committee regularly review and address YA performance outcomes? If yes, describe the process.
4. Describe how the consortium ensures performance measures will be achieved through its constituent school districts and employers.
5. Do staff regularly analyze performance to determine why performance measures were not met at any given time? If yes, what instruments were used and what staff gets information?
6. Is the consortium using additional local performance measures or critical indicators to identify issues that may affect performance results? If yes, please explain.
7. Identify areas, if any, that the consortium would like addressed through DWD's technical assistance.

### Tips for Writing a Successful Youth Apprenticeship Grant

- All key staff responsible for operating the program and steering committee members should be involved, to some extent, in writing and/or developing the grant application. Successful program performance depends on key staff to meet or exceed the grant goals with guidance from their steering committee.
- Be sure to answer every question and attach all requested attachments. Use the checklist as a guide before mailing the application.
- Make sure your response answers the question that was asked. Don't force the reviewer to search for your answer.
- Provide clear, concise answers.
- Clearly explain any strategies or action plans. Use specific examples.
- The Budget Worksheet must clearly explain **every** cost.
- Make sure all costs are consistent. For example, if 50 youth apprentices are to be enrolled in the program, the Budget Worksheet should not list "Materials for 200 students."
- Make sure your math is correct -
  - Ask someone to proofread the grant who is not involved in writing it. Fresh eyes may catch errors or inconsistencies.
  - Provide the "big picture." DWD is interested in funding a high-quality, comprehensive YA program. Even activities not funded through the grant should be listed as part of the overall program description. The grant application should demonstrate local support for the program.

**Youth Apprenticeship Terms and Definitions**

**At-Risk Student:** A student who meets the definition, under s.118.153(1)(a), Wis. Stats., of being a child at-risk of not graduating from high school and as determined by the school district's at-risk plan.

**Articulated/Dual Credit:** There are two types of articulation/dual credit offered by Wisconsin Technical Colleges. Advanced Standing credit is not applied until a student enrolls in an aligned technical college program. Transcribed Credit gives students college-level credit prior to entering college. The type of credit awarded by courses taken by Youth Apprentices should be specified in your grant application. For more detail, see: <http://www.wistechcolleges.org/preparing-college/college-credit-high-school/dual-credit/dual-credit-articulation>. Articulated/Dual Credit with institutions outside of the Technical College System may follow different rules.

**Non-traditional student** means a student that is in a program that by Bureau of Labor Standards is classified as less than 25% of the gender in that program (i.e., a male in a nursing program, a female in a pre-engineering program).

**Registered Apprenticeship** is the program recognized by the United States Department of Labor and administered by the Wisconsin Bureau of Apprenticeship Standards, combining on-the-job training and related instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Apprenticeship programs can be sponsored by individual employers, joint employer and labor groups, and/or employer associations.

**Student with a Disability:** A student who meets the definition of being a child with a disability under s.115.76(5) Wis. Stats.:

**(5) (a)** "Child with a disability" means a child who, by reason of any of the following, needs special education and related services:

1. Cognitive disabilities.
2. Hearing impairments.
3. Speech or language impairments.
4. Visual impairments.
5. Emotional behavioral disability.
6. Orthopedic impairments.
7. Autism.
8. Traumatic brain injury.
9. Other health impairments.
10. Learning disabilities.

Note: Terms and definitions provided by the WI Department of Public Instruction.

<b>Youth Apprenticeship Application Checklist</b>
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Applicants are encouraged to use this checklist to ensure that their application is complete. Refer to the RFP Guidelines for application submittal deadline and procedures.

No faxed applications will be accepted. Electronic applications are required.

*If submitting a hard copy please do not include cover letters, binders, plastic covers, folders, etc., on printed copies. Application should be one-sided and stapled in the upper left-hand corner.*

Contents	✓ Completed
Application Cover Page is complete - <u>all</u> information filled in	<input type="checkbox"/>
Application Narrative is limited to ten pages or less	<input type="checkbox"/>
Budget Page is complete and checked for accuracy -	<input type="checkbox"/>
Budget Worksheet is complete -	
➤ Detail is provided for all cost categories Cost categories match budget page	<input type="checkbox"/>
➤ Quarterly Program Plan match totals on cover and budget page	<input type="checkbox"/>
Student counts agree all places where student numbers are required	<input type="checkbox"/>
Steering Committee Chart is completed	<input type="checkbox"/>
School District Affiliation Agreements are complete, signed, scanned and included with grant application.	<input type="checkbox"/>
Partnership Agreements are complete, signed, scanned and included with grant application.	<input type="checkbox"/>
Copy of Consortium Grievance Policy is attached.	<input type="checkbox"/>
Performance Improvement Plan self-assessment attached, if required	<input type="checkbox"/>
Confirm that you are submitting the <b><u>2017-18</u></b> YA Application	<input type="checkbox"/>